

Treasury Information Processing Support Services (TIPSS-2)

COTR Duties and Responsibilities

Department of the Treasury, Internal Revenue Service
Office of Procurement

TIPSS-2 COTR Training

COTR Duties and Responsibilities

- Reviewing Technical & Cost Proposals
- Clarifying Technical Requirements
- Assisting with Negotiations
- Developing Communications Paths
- Review & Understand Your Task Order/Contract
- Developing a Schedule of Deliverables
- Establishing Status Meetings
- Assuring Contractor has a Current Facility Security Clearance
- Assuring Contractor Work Space



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COTR Duties and Responsibilities cont'd

- Receiving, Inspecting & Accepting of Deliverables
- Maintaining a Contract Work File
- Evaluating the Contractor's Request for Travel
- Informing the Contracting Officer when a Contractor is Behind Schedule & Coordinating Corrective Action to ensure Contract Schedule



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COTR Duties and Responsibilities cont'd

- Monitoring the Contractor's Performance to ensure Performance is within the Scope of the Contract
- Reviewing Invoices and Monthly Status Reports of Work Completed, Cost Incurred, Hours Expended, and Issues Noted
- Establish & Track Milestones
 - Task Order Completion Date
 - Date Options to be Exercised
 - Date Funding Expires, etc.
- Conducting Closeout Procedures
 - Ensure that all GFE/GFI is returned or disposed
 - Collect Contractor badges and proximity cards
 - Ensure CO is aware of all unresolved issues
 - Review/approve any final deliverables/work products



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COTR Task Order Notebooks/Folders

- General Information
 - Contact sheet
 - COTR certification & appointment certification letter
- Requisition & Funding Documents
- Pre-Award Documents
- Task Order Award/Modifications
- Technical Evaluations/Proposals
- Correspondence
- Resumes
- Contractor Clearances Status Listing
- Reports
- Government Furnished Equipment/Information
- Vouchers
- Work Requests
- Deliverable Acceptance Forms
- Task Order Close-out



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Contractor Clearance - Basics

- COTR determines if Contractor employee(s) will need staff-like access to IRS facilities and/or data if the contract period is expected to exceed 30 days
- For Badging appointments at NCFB, call 202-283-5704
- For Fingerprint appointments at NCFB, call 202-283-2777
- NBIC Contract Security Program Manager
 - Carol Baker, 859-647-3430, carol.baker@irs.gov
- COTR is responsible for ensuring funds are transferred to NBIC via a Financial Plan Change (FPC) in AFS
- COTR contacts NBIC to establish an account for the FPC transfer, the NBIC Budget Contact is: Arden Kaye Henderson (816-823-8688)



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Contractor Clearance Costs

- Low Risk - \$75, a.k.a., Basic Investigation, e.g., non-government work site (rarely used)
- Moderate Risk - \$275, a.k.a., National Agency Check with Law and Credit (NACLC) – most common clearance for IRS contractor support personnel
- High Risk - \$2,300, a.k.a., Background Investigation, e.g., system administrator
- Conversion investigations are also available...at reduced costs



TIPSS-2 COTR Training

COTR Training

- COTR Training Certificate is valid for 3 years
- COTR classes are available through the Treasury Acquisition Institute (TAI) in Oxon Hill, Maryland. There is no cost for IRS personnel.
- Contact Diana Allison (202-283-1674, diana.l.allison@irs.gov) at TAI for further information on COTR Training and Re-certification.
- The TAI's web site, which has the course registration information, is located at <http://awss.procurement.irs.gov/tai/index.htm>



TIPSS-2 COTR Training

COTR Reference Tools

TIPSS-2 Hotline: 202-283-1110

TIPSS-2 E-Mail: tipss@irs.gov

TIPSS-2 web site: <http://tipss.web.irs.gov>

TIPSS-2 Newsletter:

<http://tipss.web.irs.gov/tipss2/newsletter.htm>

TIPSS-2 LCOTR and CO Listing:

<http://tipss.web.irs.gov/tipss2/tipssoffice.htm>

- **Contractor Clearance Contacts:**

- Web site address:

- <http://awss.web.irs.gov/PersonnelServices/PersonnelSecurity/NBIC/contractor.html>

- NBIC Point of Contact: Carol Baker, 859-647-3430,
carol.baker@irs.gov

